

APPROVED

**TOWN OF WESTFORD**

**BOARD OF SELECTMEN**

**MINUTES**

**DATE:** July 15, 2003

**TIME:** 7:50 P.M.

**PLACE:** Westford Academy Library

**PRESENT:** Christopher Romeo, Robert Jefferies, James Silva,  
Allan Loiselle-*arrived at 7:55 p.m.*

**ABSENT:** Dini Healy-Coffin

**OTHERS**

**PRESENT:** Steve Ledoux-Town Manager

**Applications and Permits**

**Request to Use Town Common – Parish Center for the Arts –** Dennis Canty was present requesting use of the Town Common on August 15, 2003 (rain date August 16, 2003). **It was moved by Silva, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 2 ABSENT (Loiselle, Healy-Coffin), to approve.**

**One Day All Alcohol License – Nabnasset American Legion – August 25, 2003 – from 12:00 – 5:00 p.m. - It was moved by Silva, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 2 ABSENT (Loiselle, Healy-Coffin), to approve.**

**Request to Use Town Common – Wedding – August 3, 2003 –** Request received from Randy Wright and Carol Fosdick, 13 Brookview Drive, for use of the Town Common for a wedding ceremony beginning at 1:30 p.m. for approximately 45 minutes. **It was moved by Silva, seconded by Jefferies, and VOTED 3 IN FAVOR WITH 2 ABSENT (Loiselle, Healy-Coffin), to approve.**

### **All Boards Roundtable Discussion – Westford’s Master Plan**

Representatives from various town boards, commissions and committees were present for a roundtable discussion of Westford’s Master Plan. Display boards highlighting the accomplishments and priorities of the town boards since 1995 were set up for viewing. After July 15<sup>th</sup> the display boards will be exhibited throughout the Town.

Ingrid Nilsson and Mike Green, Co-chairs of the Master Plan Implementation Committee, recommended moving forward as a team with improved communication between all boards. Green outlined the format of the meeting as follows: Refreshments/Reception; Introduction; Westford’s Blueprint: using the Master Plan as a foundation document and planning tool; Goals: Boards’ goals and priorities; relevance of the Master Plan; One Team: communication and information sharing strategies; Going Forward: utilizing meeting information for reaffirmation/reassessment of Master Plan.

Zac Cataldo, Board of Health, outlined the future goals which included the clinic site becoming handicap accessible; bioterrorism planning; health items; under-ground fuel storage tanks; mosquito spraying; and GIS.

Pat Savage, Director of Parks and Recreation, outlined the final draft of the Parks and Recreation Master Plan.

Mickey Crocker, Council on Aging, outlined the Senior Center improvements and long-term goals of the Council on Aging.

Richard Rochon, Fire Chief, outlined the need for increased Fire Department staffing to meet the growing demands of Westford; equipment replacement; and ongoing training.

Sam Frank, Chairman of the Zoning Board of Appeals, reported on the two active Chapter 40B projects currently before the Zoning Board. Frank also outlined goals to increase affordable housing by using available town property and/or the use of CPA funds; preparation of an RFP with specifications; preparation of a design guidance document; and mixed use zoning. Other goals included cell towers and the existing Zoning Bylaw and preparation of a cell tower site study.

Eric Fahle, Chairman of the Conservation Commission, reported on the purchase of the Hill Orchard and the Open Space and Recreation Plan and Westford Trails that were completed in 2002. Fahle also reported on the loss of staff and Committee members. Other goals included open space acquisition; and lake and pond management programs. The Conservation Commission continues to provide assistance to the Zoning Board relative to Chapter 40B projects.

Leslie Thomas, Water Commissioner, reported that the two water treatment plants are now operational. The Stepinski Land Acquisition Committee has been re-activated to investigate purchase of the property for future well sites.

Liz Adams, Chairman of the Finance Committee, outlined the town budget in the future; ongoing capital planning for the entire Town; maintaining 5% of the operating budget; and tax levels.

Christopher Romeo, Chairman of the Affordable Housing Committee, outlined the need to maintain affordable housing stock; and the need for more input on affordable housing from residents and Town boards. The Committee is also seeking new members.

Richard Barrett, Highway Superintendent, reported that construction has begun on the new highway garage facility. Barrett also reported that the Highway Department will be implementing new salt reduction technology. The goals for the future include looking at combining the Highway Department into a Public Works structure; implementing the federally mandated stormwater program; engineering; GIS; building maintenance; fleet management; environmental issues; looking at the needs of the town regarding sewerage; looking at expansion of the sidewalk system; and use of the old highway garage. A 10-year program on street inventory has also been completed.

Ellen Rainville, Library Director, reported that the Annual Action Plan has been completed. Future goals include looking at expanding the library facility and expansion of the collection items.

Ken Tebbetts, Westford Historical Commission, reported that the Commission is putting together a Preservation Plan Survey. Tebbetts recommended re-visiting the Demolition Delay Bylaw and working together as a team regarding affordable housing. Future goals include an archeology sensitivity study; tax incentives for historical homes; the need to find storage space for the archives and records; and introducing an awards program for historical preservation. Tebbetts also updated the group on Westford's upcoming 275<sup>th</sup> Anniversary Gala.

Steve Foster, Superintendent of Schools, outlined the Westford Blueprint which is revised on a yearly basis. Future goals include replacing retiring teachers; professional development programs; budget; technology oversight; extended daycare; extended kindergarten daycare; and use of the Millennium School.

Robert Welch, Police Chief, outlined the need for additional Police Department staffing to meet the growing demands of the Town. Future goals include capital funding; equipment updates; and traffic management.

Nilsson asked the group to review the Master Plan document and provide input in order to determine if the document is still viable. Green recommended that data flow more quickly to get a better sense of what the Town wants.

### **Adjournment**

It was moved by Jefferies, seconded by Silva, and VOTED 4 IN FAVOR WITH 1 ABSENT (Healy-Coffin), to adjourn the meeting at 10:00 p.m.

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Steve Ledoux, Town Manager

Christopher Romeo, Chairman

Submitted by Beth Kinney, Recording Secretary